

MINUTES ADOPTED BY THE CITY COUNCIL

Greenville, NC
March 31, 2003

The Greenville City Council met in a regular meeting on the above date at 6:30 PM with the Greenville Utilities Commissioners in the Board Room of the Greenville Utilities Main Office Building, with Mayor Parrott and Chairman Davis presiding. The following were present.

City Council Members

Mayor Robert D. Parrott
Mayor Pro-Tem Ric Miller
Council Member Mildred A. Council
Council Member Ray Craft
Council Member Pat Dunn
Council Member Rose H. Glover
Council Member Chip Little

Commission Members

Chair Charles E. Davis
Vice Chairman Christopher Jenkins
Commissioner Marvin Davis
Commissioner Clifton Hickman
Commissioner Bryant Kittrell
Commissioner Wayne Powell
Commissioner Faye Taylor
Commissioner Buddy Zincone

CALL TO ORDER

Mayor Parrott called the City Council to order.

Chairman Davis called the Commission to order.

APPROVAL OF AGENDA

Motion was made by Council Member Little and seconded by Mayor Pro-Tem Miller to approve the agenda as presented. Motion carried unanimously.

Motion was made by Commissioner Zincone and seconded by Commissioner Powell to approve the agenda as presented. Motion carried unanimously.

RECOMMENDATIONS BY THE JOINT CITY/GREENVILLE UTILITIES COMMISSION COMPENSATION COMMITTEE

Mr. Malcolm Green, General Manager of Greenville Utilities Commission, explained how last year, Greenville Utilities Commission and the City of Greenville did not give a pay increase to employees. This year, it is anticipated that the State is going to give a 1.6% cost of living increase. It is recommended by the Joint City/Greenville Utilities Commission that the City and Greenville Utilities match the 1.6% cost of living increase and reimplement the 1.5% merit program. Some market and merit funds need to be put in place for good pay practices. Also, the pay plan was increased as a whole the last two years without moving up employees, which has caused clustering at the lower end. This impacts 228 City employees and 52 Greenville Utilities Commission employees. At this time, however, it is not economically feasible to move those employees up on the pay scale. The options considered by the Committee were as follows:

- Grant 1.6% across the board market increase to all employees at a cost of \$473,509 for the City and \$285,439 for Greenville Utilities Commission
- Fund a 1.5% merit pool for all eligible employees at a cost of \$442,915 for the City and \$267,600 for Greenville Utilities Commission
- Increase pay of non-probationary employees to step 2 of the pay grade on the current pay plan at a cost of \$284,768 for 228 City employees and \$44,226 for 52 Greenville Utilities Commission employees
- Increase pay plan by 3.7% and raise pay of entry-level employees to new minimum at a cost of \$25,099 for 35 City employees and \$22,870 for 37 Greenville Utilities Commission employees.

The total cost for full implementation effective the pay period beginning June 28, 2003 is \$1,226,291 for the City and \$639,489 for Greenville Utilities Commission. It was recommended by the Joint Pay and Benefits Committee that options 1 and 2 be approved.

City Manager Marvin Davis stated that the survey showed that pay for eastern North Carolina entities would go up 3.7% next year. The City and Greenville Utilities Commission is below the market. Budgets are not balanced at this time because the Managers were waiting for a joint recommendation from the committee. The market and merit increases are doable within the current revenue stream of the City. Capital outlay and improvements will be slightly higher because we can borrow it at lower interest rates. The difficulty is in funding new positions. The request for 50+ new positions and the opportunity for funding them are very limited, particularly those in public safety.

General Manager Green stated that the same goes for Greenville Utilities Commission.

Council Member Glover questioned how the merit raises are given.

City Manager Davis responded that every supervisor goes through an annual performance evaluation with the employees. There are standard items for evaluation used to measure from

year-to-year. There are different categories in that evaluation that the supervisor goes over with the employee. The supervisor goes over this with the department head and recommends an appropriate merit increase.

Council Member Glover questioned whether goals and objectives are established. She has a problem with merit increases because she doesn't think they are fair.

City Manager Davis stated that at each employee's evaluation, personal and departmental goals are set. The merit program for the City of Greenville is a solid based program. If every employee got a merit increase, it wouldn't be a merit increase. Hard working employees who do good jobs who are dedicated are rewarded with merit.

Council Member Little asked if the merit program is an increase or bonus, and City Manager Davis responded that it is an increase.

Motion was made by Council Member Dunn and seconded by Council Member Craft to approve the recommendation by the Joint City/Greenville Utilities Compensation Committee to include a 1.6% cost of living increase and a 1.5% merit program in the FY 2003-04 budget. Motion carried unanimously.

Commissioner Powell stated that the Committee took a hard look at everything. He sees this as the best they can do under the guidelines. The Committee would like to do more and hopes to be able to do more next year. It was deeply looked at.

Motion was made by Commissioner Powell and seconded by Commissioner Hickman to approve the recommendation by the Joint City/Greenville Utilities Commission Compensation Committee to include a 1.6% cost of living increase and a 1.5% merit program in the FY 2003-04 budget. Motion carried unanimously.

REPORT BY THE JOINT AUDITOR SELECTION COMMITTEE

Ms. Bernita Demery, Director of Financial Services for the City of Greenville, stated that the Joint Auditor Selection Committee met last Thursday and revised the request for proposals that was sent out last Friday. It was advertised in the local paper. They are due back in April 10 and will be sent to the committee members by April 11. The Committee will be meeting on April 15 from 12:00 until 1:30 to select interviewees, who will be asked to make a 15-minute presentation and allow 20 minutes for questions. The Committee hopes that a recommendation can be made at the May meeting.

Council Member Little stated that they should solicit from everybody except the auditors that they have had for the last seven or eight years.

Chairman Davis stated that they went to five years because with three, about the time the auditor learned the City/Greenville Utilities Commission, it was time to renew.

Commission Kittrell suggested that the existing firm be notified and informed that they would not be considered.

Ms. Demery stated that staff is in the process of doing that. The firm will get a courtesy letter and will get a phone call tomorrow.

REPORT ON STORMWATER BILLING

Mr. Tom Tysinger, Director of Public Works, stated that a new Stormwater Management Program is being implemented. Staff is working on several different ways of getting the program in place. The stormwater utility will be operated as an Enterprise Fund and will have a fee charged. Staff has been working since January to make that happen. The billing will be done July 1. The Departments of Information Technology, Financial Services, and Public Works for the City and Greenville Utilities Commission are working on creating a database. Aerial photography will have to be done; it was last done in 1998. Discussions are occurring about who will deal with citizen inquiries. Engineering will handle questions with fees, etc. The format of the bill is still under discussion. A test billing will be done May 1.

Mr. Ronald Elks, Assistant General Manager of Greenville Utilities, stated that this is a complex project. There have been 15 to 25 people working on it. It is taking several of the technical professionals on both sides to work on this project. This has been a very rewarding project because the team came together to work on a joint project. It presents a lot of opportunities.

City Manager Davis stated that the Metro Cities of North Carolina have had this mandate put on them previously, and now cities the size of Greenville are coming under the same rules as an environmental mandate on quantity and quality of stormwater. The NPDES is to be submitted by March 1. Public information and public education will be needed and it will be done as a concurrent process. This has been an awesome task and there has been a great deal of cooperation. There have also been some difficulties, such as having to delay some aerial photography because of poor weather. Even with this delay, the contractor says it will be on schedule. Staff deserves praise for getting the project this far.

Commissioner Kittrell asked if any of this would go for the stormwater bond project.

Mr. Tysinger replied that they will have more people to enforce that. There will be more changes in requirements. They will be stronger and there will be more enforcement.

Mayor Parrott asked if there would be time to get the billing in place?

Mr. Tysinger responded that staff will be correcting oversights and issues we may not know about. July 1 will be the first actual billing.

Mr. Elks stated that was the overwhelming focus of all meetings. They want to be able to have a lot of meetings and try to look at issues that might arise before they arise. If data conversion happens the way it is supposed to, it should.

Mr. Tysinger stated that the billing insert will be more general and will be put in everybody's bill. We will possibly give the information to fill out.

PRELIMINARY STATUS UPDATE ON A NEW ANNEXATION FRAMEWORK

Mr. Elks stated that when areas are involuntarily annexed, sanitary sewer has to be provided in a certain time frame. Areas are already fully developed and have streets. The cost to install sewer is more in a developed area than for a new development. In instances where installation of sewer is provided to a developed area, Greenville Utilities Commission generally pays the cost of retrofitting. In a new development, the developer usually shares ½ the cost to get it to the property. The City and Greenville Utilities have worked closely together to have sewer implemented. A large majority of the inexpensive installations have taken place, and the ones that are left are expensive retrofits (\$5 to \$10 million) that, from a net revenue standpoint, are not a good business decision to install. Usually, Greenville Utilities does not recover the cost. Many of the areas serve as a gateway that will provide access to other areas. If those areas are developed with a septic system, a problem has been allowed to be created that makes a retrofitting situation. The staffs have talked about positive methods of combining net revenues with Greenville Utilities and the City and looking at what areas open up and the revenues and trying to combine it back to try to make it work to make a gateway.

Mr. Bill Richardson, Deputy City Manager, delineated areas that have the most potential to be annexed that may open up larger areas—Windsor, Cherry Oaks, Lake Glenwood, River Hills, Holly Pines, Glenview and Old Firetower Road. Once annexed, the City has to provide the same services as are provided to other citizens. Staff is moving forward on a project that will be very worthwhile. Mr. Richardson explained how formulas could be used to determine whether an area is economically feasible to annex in order to get properties on the other side of a subdivision or tract of land. The formula is based on the number of acres, the number of people to be served, the cost to the City, the cost to Greenville Utilities, projected revenues, etc. Mr. Richardson gave an illustration of Windsor Subdivision. The decision is based more on growth estimations. He did some checking with other communities and not many other towns are going with this type of evaluation. Staff is moving forward on this project. It will be very worthwhile.

Mr. Elks stated that they had studies done to evaluate alternative types of sewer. They have real applications and some cost savings. One of the things staff looks hard at is whether there are cost savings. Even with the services available, the estimate is \$5 million to serve what is left of Windsor Subdivision.

Mr. Randy Emory, Assistant Director of Water Resources, stated that the northern and eastern side of Windsor Subdivision has sewer. The older sections do not. The outfall has been put in. They go up to Section 12. The pump station has served Sections 9 and 10. There has to be an outfall to get all of the area in question. You cannot get all of Windsor with what we have.

Council Member Council asked what would be an ideal timetable if they could proceed.

Mr. Emory responded that it would take a couple of years to get it done. He explained that when small subdivisions come in or when they come in in phases, they do not generate enough acreage fees to pay for themselves.

Mr. Elks stated that they are looking at land use plans, acreage fees paid, and at what rate it will develop, etc.

City Manager Davis stated that they will look at that and bring it back as one analysis among others.

REPORTS BY THE CITY MANAGER AND THE GENERAL MANAGER

City Manager Davis reminded the City Council of the spring clean-up that will be held. Twenty-eight to thirty groups have signed up. Greenville Utilities Commission has signed up for an area on Mumford Road.

ADJOURN

Motion was made by Mayor Pro-Tem Miller and seconded by Council Member Little to adjourn the meeting at 7:30 p.m. Motion carried unanimously.

Motion was made by Commissioner Zincone and seconded by Commissioner Kittrell to adjourn the meeting at 7:30 p.m. Motion carried unanimously.

Respectfully submitted,

Wanda T. Elks, CMC
City Clerk